

Committee on Space Utilization (COSU)
1/27/09 Meeting
Carter Room 2010
(3:00 – 4:30 pm)

Present: Beckie Croissant, Clint Harris, Sue Kent, Judy Layton, Heather Lawrence, Kirk Leichliter, Nolan Oltjenbruns, Ryan Rose, Roxie Wilson
Not able to attend: Todd Allen

- ❖ 1/13/09 Minutes approved.
- ❖ CollegeNET Webinar: X25 Dashboard Reporting & Master Planning -- Wed., 1/21, 11:00 – 12:00 pm.
Present: Todd Allen, Beckie Croissant, Kathy Gibson, Mark Gonzales, Joe Janus, Sue Kent, Heather Lawrence, Judy Layton, Sandy Pope, Ryan Rose, Roxie Wilson
All who attended the Webinar were impressed with the reporting and analysis capabilities of X25. Todd Allen shared the information at the 1/26/09 APC meeting. The Committee unanimously agreed to move forward with a formal recommendation for X25 purchase outlining strengths, implementation, and cost.
- ❖ Fall 2009. Based on the Committee's request for Academic Affairs support regarding Fall 2009 class submission deadline, the Provost included an announcement in Academic Council.

Spring Semester Priorities

- ❖ Instructional Space Inventory Follow-up. Facilities will compare their database with S25 (walk through buildings as needed) to reconcile discrepancies. Discrepancies and rooms identified as potential instructional space will be brought to the Committee for review (3/15/09 approximate timeline). Based on review, the Committee will make recommendations to recapture rooms for instructional space if appropriate. (Kirk)
- ❖ S25 Update – The Summer 2009 pilot run (3 of the 5 academic colleges) using no pre-assigned room assignments was successful. Partition updates continue with a goal of having all partitions updated in R25 by November 2009. (Roxie, Heather, Judy)
- ❖ Policies, Processes, Forms. The Committee's priority focus will be policy development. Policies will help establish appropriate processes and forms. The Committee will utilize other university models in policy development (e.g., Miami University, <http://www.pfd.muohio.edu/frc/SUGhandbook.pdf>).
- ❖ Room Definitions. The Committee agreed to use the *Postsecondary Education Facilities Inventory and Classification Manual* published by the National Center for Education Statistics (NCES) as foundation for room definitions to the extent possible and utilize subcategories if needed. <http://nces.ed.gov/pubs2006/2006160.pdf>

- ❖ Lab Policies. Research best practices in regard to lab utilization and scheduling; present draft procedures and policies to ITC subcommittee for standards and policy for vetting mid-February. (Note: UNC currently does not have a requirement for the number of open lab computers per student). Collect lab usages statistics throughout spring 2009 semester. The Committee briefly discussed the impact new technology may have for lab space. A lab room inventory will be sent to Kirk for inclusion in space inventory follow-up. (Ryan)
- ❖ Room Access/Key Issuance. Follow-up on action items as identified from 12/2/08 meeting notes (Kirk).
- ❖ Space Cost Analysis. Establish cost of space model with three, possibly four, categories that takes into account gross square feet, assignable square feet, and maintenance/utility costs.

Meeting Schedule Carter 2010 (Graduate School conference room), 3:00 – 4:30 pm. Remaining meetings:

February 24, 2009

March 10 & 24, 2009

April 14 & 28, 2009